

# Harinder Singh

MIS Executive and Executive Team Lead

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Dedicated professional enhancing business practices and daily operations through technology resources. Skilled in report writing, data analysis, and system improvements. Experienced in managing financial processes, maintaining compliance, and optimizing operational efficiency. Proven ability to lead cross-functional teams, streamline workflows, and enhance productivity.

## EXPERIENCE

Accounts Executive  
KES Security Private Limited

05/01/2024-Ongoing    Full-time

- Oversaw finances for revenue generated by management projects.
- Performed basic bookkeeping duties such as reconciling bank statements.
- Performed general ledger account reconciliations on a monthly basis.
- Processed invoice payments and recorded information in account database.
- Managed general ledger entries, invoicing and deposits.

MIS Executive and Executive Team Lead  
SAJJAN PRECISION CASTINGS | SAHNEWAL  
LUDHIANA, INDIA

01/05/2018-01/05/2024

- Maintained records of inventory, production output, downtime.
- Analyzed workflows and established priorities for daily operations.
- Maintained documentation of all the processes related to Data Analysis.
- Created detailed reports outlining progress, costs, and other key metrics.
- Created and implemented plans for inventory control and production processes.

Account Assistant  
SINGLA FOREX PVT.LTD | AHMEDGARH,PUNJAB, INDIA

01/04/2016-01/04/2018

- Assisted with month-end closing procedures related to billing activities.
- Managed customer accounts and updated records as needed.

## SKILLS

- Basic Computer
- Good Communication Skills
- Google Sheets    MS PowerPoint
- MS Excel    Inventory Management
- MS Word    Workflow automation
- Maintenance planning
- ERP software    Tally Erp 9
- Book-Keeping
- Documentation Management

## LANGUAGES

- Punjabi    ● ● ● ● ●
- Hindi    ● ● ● ● ●
- English    ● ● ● ● ●

## EDUCATION

Accounting and Finance, B.Com  
69  
Swami Vivekanand Subharti University  
-01/06/2024

Mechanical Engineering, Diploma  
Saraswati Polytechnic College,  
Bathinda  
-01/06/2022

COMMERCE, PSEB  
12th - 74

G.H.G KHALSA  
SEN.SEC.SCHOOL,MANDI  
BAHADURGARH  
-31/03/2016

- Reconciled bank accounts on a regular basis.